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|  |  |  | ***Application Form***  **Selection: 2015**  **KA2 –** Cooperation for innovation and the exchange of good practices – **Capacity Building in the field of Higher Education** |
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**Call for Proposal EAC/A04/2014**

Title of the Project / Acronym

**DETAILED DESCRIPTION OF THE PROJECT**

***(To be attached to the eForm)***

***Version 1 – 1.10.2014***

# PART D - Quality of the project team and the cooperation arrangements

# D.1. Organisations and activities

*This part must be completed separately by each organisation participating in the project (applicant and partners).*

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| **Partner number** |  | | **P1** |
| **Organisation name & acronym** |  | | |
| **D.1.1 - Aims and activities of the organisation** | | | |
| *Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project* (limit 2000 characters)*.* | | | |
|  | | | |
| *Please describe also the role of your organisation in the project* (limit 1000 characters)*.* | | | |
|  | | | |
| **D.1.2 - Operational capacity: Skills and expertise of key staff involved in the project**  *Please add lines as necessary.* | | | |
| **Name of staff member** | | *Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.* | |
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### *Please copy and paste tables as necessary*

### *List of Associated Partners*

*(Where applicable)*

*These organisations may provide the consortium with facilities or assistance that enhances the quality of work, but they cannot be responsible for core activities of the project (e.g. management, coordination, monitoring, leader of a work group etc.).* ***No financial contribution from the project grant will be allocated to these organisations.***

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| ***Ref.nr*** | ***Name of organisation*** | ***Type of institution*** | ***City*** | ***Country*** | ***Role in the project*** |
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*Please insert rows as necessary*

# D.2. Cooperation arrangements, management and communication

*This part must only be completed once by the applicant.*

**D.2.1 - Project management**

*Please define the organisation of the implementation of the project and the division of tasks between the partners. Please explain the allocation of resources for each activity.* Explain *also* how the tasks are distributed amongst the partners and how project "ownership" is ensured *(limit 3000 characters).*

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**D.2.2 - Cooperation and communication arrangements of the consortium**

*Please explain the overall project and partnership management making specific reference to the management plan and how decisions will be taken. Please describe how permanent and effective communication and reporting will be ensured as well as the measures put in place for conflict resolution* (limit 2000 characters).

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# PART E - Project characteristics and relevance

**E.1. Why does the consortium wish to undertake this project?**

*Please outline the motivation behind your project, clearly identifying the specific needs or problem/s which it intends to solve. Explain how the project proposal fits within the development strategies of the Partner Countries involved and how it addresses the priorities defined at national / regional level. Also explain why this/these problem/s were selected instead of others. In particular, explain how the area of intervention has been explored to guarantee that the project is offering something new compared to the existing situation. Where applicable, explain any synergy with other EU initiatives should be highlighted* (limit 5000 characters)*.*

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*Please describe briefly how your project proposal was prepared (e.g., capitalising on previous experiences, based on achieved outcomes in former projects, following previous cooperation amongst the consortium members, etc.)* (limit 1000 characters)*.*

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*If your proposal is based on the results of one or more previous projects / networks, please provide precise references to this / these project(s) / network(s) in the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference number** |  | | | |
| **Project dates**  *(year started and completed)* |  | | **Programme or initiative** |  |
| **Title of the project** |  | | | |
| **Coordinating organisation** |  | | | |
| **Website** | http:// | | | |
| **Password / login if necessary for website** | |  | | |
| *Please summarise the project outcomes and describe (a) how the new proposal seeks to build on them and, (b) how ownership / copyright issues are to be dealt with* (limit 1000 characters). | | | | |
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*Please copy and paste tables as necessary.*

**E.2. Rationale for the setting-up of the consortium**

*Please explain why the selected partners are best suited to participate in this European project. Describe innovative and or complementary skills, expertise and competences within the consortium directly relating to the planned project activities. If associated partners are involved, please explain their role in the project and the added value to the consortium* (limit 3000 characters)*.*

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**E.3. European added value**

*Please describe the benefits of and need for European cooperation. Please describe also why the results cannot be achieved through national, regional or local funding* (limit 1000 characters).

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**E.4. Innovative character**

*Indicate what the project is offering that is new and what are the main innovating elements* (limit 2000 characters).

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# PART F - Quality of the project design and implementation

**F.1. Aims and objectives**

*Please define the concrete aims and objectives of the project and describe the ways in which the situation set out under the previous section (Part E) will be changed (limit 3000 characters).*

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**F.2. Project activities and Methodology**

*Please define the activities proposed and the working methodology (project activities/developments including educational and training content and pedagogical approach) to be used for achieving the objectives, including major milestones, measurable indicators, etc.* (limit 6000 characters).

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**F.3. Budget and cost effectiveness**

*Please describe the strategy adopted to ensure that the proposed results and objectives will be achieved in the most economical way and on time. Explain the principals of budget allocation amongst partners. Indicate the arrangements adopted for financial management and what co-financing modalities are planned* (limit 3000 characters).

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**F.4. Quality control and Monitoring**

*Please explain what mechanisms have been put in place for ensuring the quality of the project and how the evaluation will be carried out.**Please define the specific quality measures established, as well as the benchmarks and indicators foreseen to verify the outcome of the action. Make sure that the information in this section is consistent with the project Logical Framework Matrix* (limit 3000 characters).

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# PART G - Impact, dissemination and exploitation, sustainability

**G.1. Expected impact of the project**

*Please explain who will use these project outputs / products / results and how the consortium will reach them. Describe how the target groups (including participating institutions, stakeholders) will be reached and involved during the life of the project and how the project will benefit the target group at local, regional, national and or European level. Please structure your description according to the different levels of impact and stakeholders* (limit 3000 characters).

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*Please describe how the target groups (including participating institutions, stakeholders) will be reached after the project is finished* (limit 3000 characters).

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## Overview of short and long term impact indicators

*Please add rows as necessary according to indicators*

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| **Short term impact** | **Target groups/potential beneficiaries** | **Quantitative indicators** | **Qualitative indicators** |
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| **Long term impact** | **Target groups/potential beneficiaries** | **Quantitative indicators** | **Qualitative indicators** |
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**G.2. Dissemination and exploitation strategy**

*Please explain how the dissemination will be organised and how exploitation activities will ensure optimal use of the results within the project's lifetime and after. Explain the roles, responsibilities and target groups* (limit 3000 characters).

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**G.3. Sustainability**

*Explain how the impact of this project will be sustained beyond its lifetime. Please list the outcomes that you consider sustainable and describe the strategy to ensure their long lasting use beyond the project's life - financially, institutionally and policy level. Also explain how the results will be mainstreamed and multiplied in the sector of activity and in the participating institutions. Describe the strategy foreseen to attract co-funding and other forms of support for the project* (limit 2000 characters).

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# LOGICAL FRAMEWORK MATRIX – LFM

|  |  |  |  |
| --- | --- | --- | --- |
| **Wider Objective:**  *What is the overall broader objective, to which the project will contribute?* | *Indicators of progress:* *What are the key indicators related to the wider objective?* | How indicators will be measured: *What are the sources of information on these indicators?* |  |
| **Specific Project Objective/s:**  *What are the specific objectives, which the project shall achieve?* | Indicators of progress: *What are the quantitative and qualitative indicators showing whether and to what extent the project’s specific objectives are achieved?* | **How indicators will be measured:**  *What are the sources of information that exist and can be collected? What are the methods required to get this information?* | **Assumptions & risks:**  *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* |
| **Outputs (tangible) and Outcomes (intangible):**   * *Please provide the list of concrete DELIVERABLES - outputs/outcomes (****grouped in Workpackages)****, leading to the specific objective/s.:* | **Indicators of progress:**  *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* | **How indicators will be measured:**  *What are the sources of information on these indicators?* | **Assumptions & risks:**  *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* |
| **Activities:**  *What are the key activities to be carried out (****grouped in Workpackages)*** *and in what sequence in order to produce the expected results?* | *Inputs:* *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* |  | **Assumptions, risks and pre-conditions:**  *What pre-conditions are required before the project starts? What conditions outside the project’s direct control have to be present for the implementation of the planned activities?* |

# WORKPLAN

*Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.*

*For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.*

*The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.*

Activity carried out in the Programme Country: **=** (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): **X** (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

**WORKPLAN for project year 1**

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| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
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**WORKPLAN for project year 2**

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| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
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**WORKPLAN for project year 3**

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| **Activities** | | **Total duration**  **(number of weeks)** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Ref.nr/**  **Sub-ref**  **nr** | **Title** |
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# PART H - Work packages

*Please enter the different project activities you intend to carry out in your project. Make sure that the information in this section is consistent with the project Logical Framework Matrix.*

**H.1. Description of work packages, outcomes and activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** | **PREPARATION** | | | **1** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date (dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | 1.1. | | | |
| Title |  | | | |
| Type | Teaching material  Learning material  Training material | | Event  Report  Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | Teaching staff  Students  Trainees  Administrative staff  Technical staff  Librarians  Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 characters)* | | | | |
| **Dissemination level** | Department / Faculty  Institution | | Local  Regional | | National  International |

*Please copy and paste tables as necessary.*

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| --- | --- | --- | --- | --- |
| **Work package type and ref.nr** | **DEVELOPMENT** | | | **2** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | 2.1. | | | |
| Title |  | | | |
| Type | Teaching material  Learning material  Training material | | Event  Report  Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | Teaching staff  Students  Trainees  Administrative staff  Technical staff  Librarians  Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 characters)* | | | | |
| **Dissemination level** | Department / Faculty  Institution | | Local  Regional | | National  International |

*Please copy and paste tables as necessary.*

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| **Work package type and ref.nr** | **QUALITY PLAN** | | | **3** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |

**Deliverables/results/outcomes**

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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | 3.1. | | | |
| Title |  | | | |
| Type | Teaching material  Learning material  Training material | | Event  Report  Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | Teaching staff  Students  Trainees  Administrative staff  Technical staff  Librarians  Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 characters)* | | | | |
| **Dissemination level** | Department / Faculty  Institution | | Local  Regional | | National  International |

*Please copy and paste tables as necessary.*

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| **Work package type and ref.nr** | **DISSEMINATION & EXPLOITATION** | | | **4** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date (dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |

**Deliverables/results/outcomes**

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| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | 4.1. | | | |
| Title |  | | | |
| Type | Teaching material  Learning material  Training material | | Event  Report  Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | Teaching staff  Students  Trainees  Administrative staff  Technical staff  Librarians  Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 characters)* | | | | |
| **Dissemination level** | Department / Faculty  Institution | | Local  Regional | | National  International |

*Please copy and paste tables as necessary.*

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| **Work package type and ref.nr** | **MANAGEMENT** | | | **5** |
| **Title** |  | | | |
| **Related assumptions and risks** |  | | | |
| **Description** |  | | | |
| **Tasks** |  | | | |
| **Estimated Start Date (dd-mm-yyyy)** |  | **Estimated End Date**  **(dd-mm-yyyy)** |  | |
| **Lead Organisation** |  | | | |
| **Participating Organisation** |  | | | |

**Deliverables/results/outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Deliverable/Results/**  **Outcomes** | Work Package and Outcome ref.nr | 5.1. | | | |
| Title |  | | | |
| Type | Teaching material  Learning material  Training material | | Event  Report  Service/Product | |
| Description |  | | | |
| Due date |  | | | |
|  | Languages |  | | | |
| **Target groups** | Teaching staff  Students  Trainees  Administrative staff  Technical staff  Librarians  Other | | | | |
| *If you selected 'Other', please identify these target groups.*  *(Max. 250 characters)* | | | | |
| **Dissemination level** | Department / Faculty  Institution | | Local  Regional | | National  International |

*Please copy and paste tables as necessary.*

**H.2. Explanation of work package expenditures**

*Please explain what costs will be associated to each work package and covered by lump sums, flat rates, unit costs, and real costs. Provide information on the travels necessary to complete the workpackage. Detailed information on each travel must be indicated in the Budget Excel table. If purchase of equipment is required, explain how the respective equipment addresses the needs identified in the project. Remember that the specification of each item, including the partner country university/ies at which equipment will be installed, must be detailed in the Budget Excel table. If any subcontracting is considered necessary for the implementation of the project, please explain why the task cannot be performed by the consortium members themselves* (limit 3000 characters)*.*

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*If your project involves a* ***Special Mobility Strand****, please**explain what support will be required under each budget heading in order to cover organisational costs (such as special needs, exceptional, non-online linguistic support, etc.)* (limit 2000 characters)*.*

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**H.3 Consortium partners involved** **and resources required to complete the work package**

***Indicative input of consortium staff -*** *The total number of days per staff category should correspond with the information provided in the budget tables.*

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| **Work Package**  **Ref.nr** | **Partner**  **nr** | **Partner acronym** | **Country** | **Number of staff days[[1]](#footnote-1)** | | | | | **Role and tasks in the work package** |
| **Category**  **1** | **Category**  **2** | **Category**  **3** | **Category**  **4** | **Total** |
| **PREPARATION** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DEVELOPMENT** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **QUALITY PLAN** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **DISSEMINATION & EXPLOITATION** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **MANAGEMENT** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** | | | |  |  |  |  |  |  |
| **TOTAL** | | | |  |  |  |  |  |  |

*Please insert rows as necessary*

Subcontracting of tasks to external bodies should be very occasional. The specific competences and particular expertise needed to reach the project objectives should be found in the consortium and should determine its composition. Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves.

*Tasks that will be subcontracted:*

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| **Work Package Ref.nr** | **Partner responsible for sub-contracting**  **(Acronym)** | **Country** | **Number of days (where appropriate)** | **Brief description of task** |
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*Please insert rows as necessary.*

# PART I – Special Mobility Strand

# Applies *ONLY to cooperation projects with partner countries from REGIONS 1, 2 and 3*

Projects may organise mobility activities of students, researchers and staff so far as they support/complement the other activities of the **Capacity Building** project and bring added value in the realisation of the project's objectives. Mobility activities do not constitute the main activities for Capacity Building.

**I.1. Relevance of mobility activities**

*Please describe what kind of mobility activities are foreseen in the Special Mobility Strand, what are their objectives and expected results. Explain how the mobility activities of students, researchers and staff support/complement the other activities of the Capacity Building and bring added value in the realisation of the project's objectives (limit 3000 characters).*

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**I.2. Identification and selection of the participants**

*Please describe the procedures set up for identification and selection of participants for the mobility activity (limit 1000 characters).*

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**I.3. Preparation and support**

*Please describe the structure for preparation of the participants for the mobility activity, including specific training or course, linguistic preparation etc. Please explain the support provided in terms of accommodation, insurances, etc. Please explain the quality measures set up in the sending and receiving organisations for monitoring the mobility activity and measures to be taken if the results foreseen are not met (limit 2000 characters).*

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**I.4. Involvement of people with fewer opportunities**

*Does your project involve people with fewer opportunities?*  YES  NO

*IF YES, how many participants coming from which countries and organisations would fall under this category? Specify the type of situation of fewer opportunities these participants are facing (limit 2000 characters).*

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*Please explain the nature of the support required and how it will be addressed, so that these persons can fully engage in the foreseen activities (limit 1000 characters).*

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**I.5. Recognition and validation of learning outcomes**

*Please explain how the project intends to recognise and validate the teaching and/or learning outcomes of the participants (limit 1000 characters).*

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# PART J - OTHER EU grants

Please list the **projects** for which the organisations involved in this application have received financial support from EU programmes.

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| **Programme or initiative** | **Reference number** | **Beneficiary Organisation** | **Title of the Project** |
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*Please insert rows as necessary.*

*Please list* ***other grant applications*** *submitted by your organisation, or by any partner organisation in this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.*

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| **Programme concerned** | **Beneficiary Organisation** | **Amount requested** |
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*Please insert rows as necessary.*

# CHECK LIST

*Please make sure that you fully completed each part of this application form, as follows:*

PART D - Quality of the project team and the cooperation arrangements

PART E - Project characteristics and relevance

PART F - Quality of the project design and implementation

PART G - Impact, dissemination and exploitation, sustainability

Logical Framework Matrix

Workplan

PART H - Work packages

PART I – Special Mobility Strand (where applicable)

PART J - Other EU Grants

1. *Please see Programme Guide, Part B for your action, Table A – Project Implementation (amounts in Euro per day) Programme Countries and Table B - Project Implementation (amounts in Euro per day) Partner Countries.*  [↑](#footnote-ref-1)